

DUTY STATEMENT

Employee Name:	Position Number: 580-152-1414-047
Classification: Information Technology Specialist II (Information Security Engineering)	Tenure/Time Base: Permanent/Full-Time
Working Title: Enterprise Network Architect	Work Location: 1616 Capitol Avenue, Sacramento, CA 95814
Collective Bargaining Unit: R01	Position Eligible for Telework (Yes/No): Yes
Center/Office/Division: Information Technology Services Division	Branch/Section/Unit: Data Center Operations & Services Branch / System Architecture Services Section

All employees shall possess the general qualifications, as described in California Code of Regulations Title 2, Section 172, which include, but are not limited to integrity, honesty, dependability, thoroughness, accuracy, good judgment, initiative, resourcefulness, and the ability to work cooperatively with others.

This position requires the incumbent to maintain consistent and regular attendance; communicate effectively (orally and in writing) in dealing with the public and/or other employees; develop and maintain knowledge and skill related to specific tasks, methodologies, materials, tools, and equipment; complete assignments in a timely and efficient manner; and, adhere to departmental policies and procedures.

All California Department of Public Health (CDPH) employees perform work that is of the utmost importance, where each employee is important in supporting and promoting an environment of equity, diversity, and inclusivity, essential to the delivery of the department's mission. All employees are valued and should understand that their contributions and the contributions of their team members derive from different cultures, backgrounds, and life experiences, supporting innovations in public health services and programs for California.

Competencies

The competencies required for this position are found on the classification specification for the classification noted above. Classification specifications are located on the [California Department of Human Resource's Job Descriptions webpage](#).

Job Summary

This position supports the California Department of Public Health's (CDPH) mission and strategic plan by creating innovative solutions, strengthening partnerships and collaborations, and embracing technology. The Information Technology Services Division (ITSD) leverages data and technology to advance goals and inform action and accountability.

The incumbent works under the general direction of the Information Technology Manager I (ITM I), Chief, System Architecture Services Section. The Information Technology Specialist II (ITS II) supports complex enterprise network environments including, but is not limited to, firewalls, switches, load balancers, Wireless Access Points, Wireless Controllers, network access control (NAC), and network

monitoring tools. The ITS II acts in a lead capacity on complex network infrastructure projects. The ITS II provides networking expertise to technical staff and consultants who manage, support, maintain, secure and optimize the CDPH network infrastructure. Administers all aspects of data center network infrastructure administration at CDPH data centers and cloud environments and collaborates with the Server Operations Services Section (SOSS) team for network related support for CDPH information technology (IT) Data Center Operations & Services Branch (DCOSB). Consults with and provides guidance to IT and program staff for all network infrastructure workloads, including technical requirements development; building and deploying network systems; monitoring, tuning and troubleshooting the network infrastructure for optimal performance; and system availability.

The ITS II will perform duties in Information Security Engineering and System Engineering domains.

Special Requirements

- Conflict of Interest (COI)
- Background Check and/or Fingerprinting Clearance
- Medical Clearance
- Travel: 5% occasional travel in support of data center systems and remote sites.
- Bilingual: Pass a State written and/or verbal proficiency exam in
- License/Certification:
- Other:

Essential Functions (including percentage of time)

40% **Network System Administration**

Provides technical leadership and master-level networking expertise to network and system engineers and Network Operations Center (NOC) administrators in the administration and support of the Department's highly complex network infrastructure. Works with highly technical consultants and collaborates with technical staff from other state agencies (e.g., Department of Health Care Services, California Department of Technology (CDT) etc.) to provide cost effective solutions for CDPH business programs. Works at the principal level requiring current knowledge of networking concepts, theories, and programs and the ability to resolve unyielding network problems. Works on assignments that require a highly advanced level of organizational understanding and innovative technical thinking.

25% **Network Operations Support**

Plans, organizes, and leads the activities of Data Center Operations Center staff responsible for the study, acquisition, design, build, test, implementation, maintenance, and support of CDPH network infrastructure and services. Responsible for enterprise network services operations including, but not limited to, next generation firewalls, micro-segmentation, core, distribution and access switches, Wi-Fi, load balancers, NAC, network monitoring tools, intrusion detection and prevention systems, Virtual Private Networks (VPN), zero trust technology, and cabling, etc. Assists the Enterprise Architecture section in the research, selection, installation, configuration, and maintenance of network infrastructure services to support Enterprise Services. Advises management and staff on IT issues. Provides technical expertise in the areas of security, network and host connectivity. Coordinates with program staff, CDT, and business partners to

identify and resolve network connectivity issues.

20% System Analysis and Project Support

Analyzes complex business IT issues in support of program staff for the Department. As a subject matter expert, meets with vendors, program staff, and technical staff from other state departments, schedules resources, develops timelines and resolves technical issues.

10% Documentation

Creates technical documentation to support and maintain complex IT systems. Understands all phases of network infrastructure administration, including cloud and data center environment. Documents physical and logical designs, hardware and software specifications; including business and system requirements, project scope, deliverables, schedules and budgets, system test specifications and results. Disseminates documentation to stakeholders via SharePoint, OneNote, Teams, or file repositories. Reviews and updates existing documentation as needed to maintain accuracy.

Marginal Functions (including percentage of time)

5% Performs other job-related duties as assigned.

I certify this duty statement represents an accurate description of the essential functions of this position. I have discussed the duties and have provided a copy of this duty statement to the employee named above.

I have read and understand the duties and requirements listed above and am able to perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation may be necessary, or if unsure of a need for reasonable accommodation, inform the hiring supervisor.)

Supervisor’s Name:	Date	Employee’s Name:	Date
Supervisor’s Signature	Date	Employee’s Signature	Date

HRD Use Only:
 Approved By: D.S.
 Date: 6/5/24